

## PROFESSIONAL LEGAL RESEARCH

Coordinating and managing a write-on competition for your law school program can be a daunting challenge. You may be familiar with The West Education Network (TWEN) in the classroom and for your law review, but are you aware that TWEN is also a powerful write-on competition tool? You can create a separate law review course in TWEN to manage student submissions, maintain anonymity among the competitors, plan competition schedules, and record and announce results at the end of the competition.

### Extending Your Westlaw® Password

All Write-On Competition participants will need to extend their Westlaw password for the summer session in order to participate in the Write-On Competition.

To extend your Westlaw password, sign on to [lawschool.westlaw.com](http://lawschool.westlaw.com) and click the **Extend my Westlaw Password** banner and follow the instructions to extend your Westlaw password through the summer session.

### Creating a Course in TWEN

Your Academic Account Manager (AAM) or student representative will need to create a course in TWEN for your Write-On Competition. Once the course is created, the AAM or student representative will need to add the students who are managing the Write-On Competition as a co-teacher or administrator for the course. Administrators and co-teachers have full access rights to the course.

### Becoming an Administrator for Your Write-On Competition Course

In order to manage the Write-On Competition course in TWEN, your Academic Account Manager, Student Representative, or an existing course administrator (e.g., outgoing editors) will need to add you as a co-administrator or co-teacher for the TWEN course.

To make someone an administrator or co-teacher for a course, complete these steps:

1. Click the course name on the My Courses page. The course home page is displayed.
2. Click **Modify Course** under *Display for Faculty Only* to display the Modify This Course page.
3. Click **Modify Course Information**. The Modify Course Information page is displayed.
4. In the *Access Groups* section, enter the numeric portion of the Westlaw password in the *Co-Teacher Access* text box.
5. Click **Submit Course Changes**.

**Category:**

TWEN

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For research assistance 24 hours a day, seven days a week, call the West Reference Attorneys at

**1-800-850-WEST****(1-800-850-9378)**

or click **Help** on Westlaw for a live help session.

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For technical support, call

**1-800-486-4876.**

You can also send an e-mail message to

**[west.twensupport@thomson.com](mailto:west.twensupport@thomson.com).**

You can enter the course by clicking the course title on the My Courses page. You can personalize the Course Home page, and modify any of the course elements that suit the needs of your competition (e.g., forums, document pages, and quizzes.)

### Designating a Neutral Proctor

Anonymous grading allows you to use student-created identifiers (instead of names) when reviewing write-on competition packet submissions so that you do not know which student's work you are reviewing.

You can designate a Neutral Proctor to manage the submissions for the Write-On Competition. A Neutral Proctor is the only administrator with the ability to deactivate anonymous grading for assignments once they've been submitted. Typically a neutral editor is designated as the Neutral Proctor for the write-on competition.

To designate a Neutral Proctor for your Write-On Competition course, complete these steps:

1. Click the course name on the My Courses page. The course home page is displayed.
2. Click **Grade Book & Assignments**. The Grade Book Home page is displayed.
3. Choose **Manage Anonymous Instructions** from the drop down box in the upper-right corner.
4. Choose a name from the *Designate a Neutral Proctor for the course* drop-down list. The list contains all of the administrators for the course and a default No Proctor option.
5. In the *Anonymous Grading Instructions* text box, enter instructions on how to submit the assignment. These instructions will be visible to all course participants.
6. Click **Submit**, then click **Submit** again to confirm your choices.
  - Once you have established anonymous grading for this assignment, you can contact West Technical Support to remove anonymity if a Neutral Proctor is not specified.
  - When you view a list of student identifiers, the list is sorted alphabetically based on the student identifiers.

### Creating a Write-On Competition Assignment

To create a new assignment, complete these steps:

1. Click the course name on the My Courses page. The course home page is displayed.
2. Click **Grade Book & Assignments**. The Grade Book Home page is displayed.
3. Choose **Create an Assignment** from the drop-down list the upper right corner of the Grade Book Home page. The Create | Edit Assignment page is displayed.
4. Type a title for your assignment in the *Title* text box.
5. Type a description of your assignment in the *Description of the assignment* text box.
6. Clear the **Automatically mark citations in your description to link to Westlaw** check box if you do not want citations in your assignment description linked to Westlaw.
7. To upload a file from your computer, click **Browse** next to the Upload Files text box. Locate the file you want to attach and then click **Open**. The path and file name are displayed in the File to upload text box. Click **More Files...** if you need to attach more than three files to this assignment.
8. Specify when the assignment will be available to students by choosing the appropriate availability option (e.g., **Make this assignment available now**) and other options (e.g. due date).

9. Choose the assignment's due date and time from the appropriate drop-down lists.
10. Select whether to use anonymous grading for this assignment.
11. Select whether to require Honor Code acceptance for the assignment.
12. Clear the **Send an e-mail message to me each time a student submits an assignment** check box if you do not want to receive notification (via e-mail) each time a student submits an assignment.
13. You can add a message to explain to students that this is a timed assignment. This message is displayed before the student accesses the assignment.
14. Select whether to allow students to attach multiple files to a single submission/draft.
15. Select whether you want the assignment's due date added to the course calendar and whether you want TWEN to send an automatic e-mail message as a reminder to your course participants prior to the due date.
16. Choose the drop box that you want to associate the assignment from the Select Drop Box Association drop down list.
17. Click **Submit**.

**Note** Students can access your course assignments by clicking **Assignment Drop Box** on any course page.

#### **MODIFYING AND DELETING ASSIGNMENTS**

To modify or delete an assignment, complete these steps:

1. Click the course name on the My Courses page. The course home page is displayed.
2. Click **Grade Book & Assignments**. The Grade Book Home page is displayed.
3. Click the name of the assignment you want to modify or delete in the table. The Assignment Drop Box Page is displayed.
4. Complete one of these steps:
  - To edit an assignment, click **Edit Assignment**. The Create/Edit Assignment page is displayed. Update the information on the form and then click **Submit**.
  - To delete an assignment, click **Edit Assignment**. The Create/Edit Assignment page is displayed. Click **Delete**. Click **Delete** again to confirm the deletion.

#### **Downloading Submissions**

You can download all of the submissions for an assignment at once by performing these steps:

1. Click the course name on the My Courses page. The course home page is displayed.
2. Click **Grade Book & Assignments**. The Grade Book Home page is displayed.
3. Click **Enter Grades** next to the assignment. The Assignment Drop Box page is displayed listing all the student submissions.
4. Click **Grade Assignment**. The Grade Assignments page is displayed listing the students in the course and their submissions for the selected assignment.
5. Click **Batch Download** at the top of the page. A .zip file is created containing the most recent submissions for all of the students you selected to include in the batch. A Batch Manifest are also included in the .zip file.

6. Click **Download Selected**.
7. Click **Open** to open the .zip file or **Save** to save the file to your computer or network.

### Removing Anonymous Grading

After all of the Write-On Competition submissions have been turned in, you will need to remove anonymous grading from your Write-On Competition course in order to view who submitted what assignment. Only the designated Neutral Proctor can remove anonymous grading from the assignment.

To remove anonymous grading from the assignment, the Neutral Proctor must complete these steps:

1. Click the course name on the My Courses page. The course home page is displayed.
2. Click **Grade Book & Assignments**. The Grade Book Home page is displayed.
3. Click **Edit** in the Actions column for the assignment.
4. In the *Additional Settings* section, clear the **Activate anonymous grading for this assignment** check box.
5. Click **Submit**.

For assistance using Westlaw, call 1-800-850-WEST (1-800-850-9378).  
For free reference materials, visit [west.thomson.com /westlaw/guides](http://west.thomson.com/westlaw/guides).